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PLANNING STAFF  
WEEKLY REPORT FOR PERIOD ENDING 25 OCTOBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. PLANNING:

(1) A dry run of the upcoming OL Quarterly was held this week to allow the OL front office an opportunity to preview the scheduled briefings to be given. The Quarterly will be held on 3 November at the Headquarters Auditorium [REDACTED]

[REDACTED] A video depicting OL Activities for FY88 will be shown at the Quarterly. The Planning Staff completed the script, had slides made by OL/P&PG/D&PC, and selected appropriate video footage. The video is being assembled this week in Photo Branch/P&PG.

(2) The autumn OL Planning Conference was held on 18 and 19 October. Proposed initiatives, objectives, projects, and studies were presented by the group and staff chiefs for review by the OL front office and attendees. The groups and staffs should now prepare milestone charts for their selected objectives and revised titles for initiatives, projects, and studies by 7 November. [REDACTED]

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**C. CLAIMS**

25X1 The Claims Officer, [ ] gave a presentation of  
25X1 personal property claims at the Field Administration Course on  
25X1 20 October 1987. [ ] Future Field  
Administration Courses will be held in the Washington, D.C.,  
area at a site not yet determined. The next running of the  
course is scheduled for February 1989. [ ]

**D. RECORDS MANAGEMENT**

25X1 On 19 October, the Information Management Officer (IMO),  
OL attended a Directorate of Administration IMO meeting. The  
Agency Micrographics Officer gave a briefing on revalidating  
microfilm projects. Other items were discussed regarding  
Archives and Records Center Inventory System training, timely  
destruction of inactive records at the Records Center, and OGC  
requirements for records that are of legal interest to CIA.

**III. Significant Events Anticipated During the Coming Week:**

25X1 On 26 October, [ ] are scheduled to meet  
25X1 with [ ] the Agency representative on the Interagency  
Committee on Metric Policy.

**IV. Perspective of Staff Activity:**